

## APPENDIX C

### SUBMISSION OF FINAL BUDGET DOCUMENTATION 2017/18 CHECKLIST

MUNICIPALITY: Langeberg Municipality

The Budget Document as set out in Schedule A1 of the Municipal Budget and Reporting Regulations, including the main Tables (A1 - A10), **version 6.1** for the 2017/18 MTREF and version 2.8 for the audited and current years' (2016/17) information of Schedule A1 (the Excel Formats) and the supporting tables (SA1 - SA38).

- **Please ensure that** (as per MFMA Circular 72) **each page of the hard copy of the budget documentation** as set out in Schedule A of the Municipal Budget and Reporting Regulations, including the main Tables (A1 - A10) and all the supporting Tables (SA1 - SA38) and prescribed minimum narrative information that is submitted to Provincial Treasury (and National Treasury) **has been stamped and signed** by the secretariat responsible for ensuring accurate records of council decisions.

The IDP Document as set out in sections 26, 32 and 34 of the Local Government: Municipal Systems Act, No. 32 of 2000 and Regulations (MSA) and section 21 of the Local Government Municipal Finance Management Act 56 of 2003 (MFMA).

Budget Documentation	Hard Copy						Soft Copy (correlates with hard copy)					
	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Council Resolution in terms of the Budget	X			X			X			X		
Service Level Standards	X			X			X			X		
Signed Quality Certificate as prescribed in the MBRR	X			X			X			X		
Schedules D, E and F for public entities			X			X			X			X
<b>Prescribed Minimum Budget Narrative Information</b>	<b>Stamped and Signed Hard Copy Budget Narrative</b>						<b>Soft Copy (correlates with hard copy)</b>					
Budget Narrative	X			X			X			X		
<b>Municipal Budget Tables Tables A1 to A10</b>	<b>Version 6.1 (2017/18 MTREF)</b>						<b>Version 2.8 (audited and current (2016/17) years)</b>					
	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
	<b>Stamped and Signed Hard Copy</b>			<b>Soft Copy (correlates with hard copy)</b>			<b>Stamped and Signed Hard Copy</b>			<b>Soft Copy (correlates with hard copy)</b>		
	<b>A1 – A10</b>			<b>A1 – A10</b>			<b>A1 – A10</b>			<b>A1 – A10</b>		
Table A1: Budget Summary	X			X			X			X		
Table A2: Budgeted Financial Performance (revenue and expenditure by standard classification)	X			X			X			X		
Table A2A: Budgeted Financial Performance (revenue and expenditure by standard classification)	X			X			X			X		
Table A3: Budgeted Financial Performance (revenue and expenditure by municipal vote)	X			X			X			X		
Table A3A: Budgeted Financial Performance (revenue and expenditure by municipal vote)	X			X			X			X		
Table A4: Budgeted Financial Performance (revenue and expenditure)	X			X			X			X		

Municipal Budget Tables Tables A1 to A10	Version 6.1 (2017/18 MTREF)						Version 2.8 (audited and current (2016/17) years)					
	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
	Stamped and Signed Hard Copy			Soft Copy (correlates with hard copy)			Stamped and Signed Hard Copy			Soft Copy (correlates with hard copy)		
	A1 – A10			A1 – A10			A1 – A10			A1 – A10		
Table A5: Budgeted Capital Expenditure by vote, standard classification & funding source)	X			X			X			X		
Table A5A: Budgeted Capital Expenditure by vote, standard classification & funding source)	X			X			X			X		
Table A6: Budgeted Financial Position	X			X			X			X		
Table A7: Budgeted Cash Flow	X			X			X			X		
Table A8: Cash backed reserves/accumulated surplus reconciliation	X			X			X			X		
Table A9: Asset Management	X			X			X			X		
Table A10: Basic service delivery measurement	X			X			X			X		
Municipal Budget Supporting Tables SA1 to SA38	Version 6.1 (2017/18 MTREF)						Version 2.8 (audited and current (2016/17) years)					
	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
	Stamped and Signed Hard Copy			Soft Copy (correlates with hard copy)			Stamped and Signed Hard Copy			Soft Copy (correlates with hard copy)		
SA1: Supporting Detail to Budgeted Financial Performance	X			X			X			X		
SA2: Matrix Financial Performance Budget (revenue source/expenditure type and dept.)	X			X			X			X		
SA3: Supporting detail to Budgeted Financial Position	X			X			X			X		

Municipal Budget Supporting Tables SA1 to SA38	Version 6.1 (2017/18 MTREF)						Version 2.8 (audited and current (2016/17) years)					
	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
	Stamped and Signed Hard Copy			Soft Copy (correlates with hard copy)			Stamped and Signed Hard Copy			Soft Copy (correlates with hard copy)		
SA4: Reconciliation of IDP strategic objectives and budget (revenue)	X			X			X			X		
SA5: Reconciliation of IDP strategic objectives and budget (operating expenditure)	X			X			X			X		
SA6: Reconciliation of IDP strategic objectives and budget (capital expenditure)	X			X			X			X		
SA7: Measurable performance objectives	X			X			X			X		
SA8: Performance Indicators and benchmarks	X			X			X			X		
SA9: Social, economic and demographic statistics and assumptions	X			X			X			X		
SA10: Funding measurement	X			X			X			X		
SA11: Property rates summary	X			X			X			X		
SA12a: Property rates by category (current year)	X			X			X			X		
SA12b: Property rates by category (budget year)	X			X			X			X		
SA13a: Service Tariffs by category	X			X			X			X		
SA13b: Service Tariffs by category (explanatory)	X			X			X			X		
SA14: Household bills	X			X			X			X		
SA15: Investment particulars by type	X			X			X			X		
SA16: Investment particulars by type	X			X			X			X		



Municipal Budget Supporting Tables SA1 to SA38	Version 6.1 (2017/18 MTREF)						Version 2.8 (audited and current (2016/17) years)					
	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
	Stamped and Signed Hard Copy			Soft Copy (correlates with hard copy)			Stamped and Signed Hard Copy			Soft Copy (correlates with hard copy)		
SA17: Borrowing	X			X			X			X		
SA18: Transfers and grant receipts	X			X			X			X		
SA19: Expenditure on transfers and grant programme	X			X			X			X		
SA20: Reconciliation of transfers, grant receipts and Unspent funds	X			X			X			X		
SA21: Transfers and grants made by the municipality	X			X			X			X		
SA22: Summary councillor and staff benefits	X			X			X			X		
SA23: Salaries, allowances and benefits (political office bearers/councillors/senior managers)	X			X			X			X		
SA24: Summary of personnel numbers	X			X			X			X		
SA25: Budgeted monthly revenue and expenditure	X			X			X			X		
SA26: Budgeted monthly revenue and expenditure (municipal vote)	X			X			X			X		
SA27: Budgeted monthly revenue and expenditure (standard classification)	X			X			X			X		
SA28: Budgeted monthly capital expenditure (municipal vote)	X			X			X			X		
SA29: Budgeted monthly capital expenditure (standard classification)	X			X			X			X		

Municipal Budget Supporting Tables SA1 to SA38	Version 6.1 (2017/18 MTREF)						Version 2.8 (audited and current (2016/17) years)					
	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
	Stamped and Signed Hard Copy			Soft Copy (correlates with hard copy)			Stamped and Signed Hard Copy			Soft Copy (correlates with hard copy)		
SA30: Budgeted monthly cash flow	X			X			X			X		
SA31: Aggregated entity budget (where applicable)			X			X			X			X
SA32: List of external mechanisms	X			X			X			X		
SA33: Contracts having future budgetary implications	X			X			X			X		
SA34a: Capital expenditure on new assets by asset class	X			X			X			X		
SA34b: Capital expenditure on the renewal of existing assets by asset class	X			X			X			X		
SA34c: Repairs and maintenance expenditure by asset class	X			X			X			X		
SA34d: Depreciation by assets class	X			X			X			X		
SA34e: Capital expenditure on the upgrading of existing assets by asset class	X			X					X			X
SA35: Future Financial implications of the capital budget	X			X			X			X		
SA36: Detail capital budget	X			X			X			X		
SA37: Projects delayed from previous financial years	X			X			X			X		
SA38: Consolidated detailed operational projects	X			X					X			X

Budget Related Policies	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
Information on any amendments to budget related policies	X			X		
Suite of budget related policies	(Only soft copies)			X		
<b>IDP Documentation</b>						
Council Resolution in terms of the IDP	X			X		
Final Integrated Development Plan	X			X		
Process Plan according to section 32(1)(b) of the MSA read in conjunction with section 21(b) of the MFMA	X			X		
Budget Related Policies	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
<b>mSCOA</b>						
mSCOA Project Plan and progress to date	X			X		

### MUNICIPAL REPRESENTATIVE

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Budget Related Policies	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
Information on any amendments to budget related policies	X			X		
Suite of budget related policies	(Only soft copies)			X		
<b>IDP Documentation</b>						
Council Resolution in terms of the IDP	X			X		
Final Integrated Development Plan	X			X		
Process Plan according to section 32(1)(b) of the MSA read in conjunction with section 21(b) of the MFMA	X			X		
Budget Related Policies	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
mSCOA						
mSCOA Project Plan and progress to date	X			X		

**MUNICIPAL REPRESENTATIVE**

NAME: B BROWN

SIGNATURE: 

DATE: 30 MAY 2017